

City of Chandler Recreation Division

LEADERS IN TRAINING

A Volunteer-Job Mentoring Program

The Leaders in Training program places youth, ages 13-15, in actual work environments within the City of Chandler so they may assist and shadow adult mentors. They also attend job skill development workshops presented by members of the local business and government community. The goal is to provide an opportunity for teens to explore various careers and to become better prepared to enter the work force when they turn age 16.

Teens are assigned to work a minimum of 12 hours per week, Tuesday-Thursday, in four-hour shifts: either 8 a.m. – 12 p.m. or 1 – 5 p.m. They may work more with approval from their mentors. Teens will be given meaningful as well as routine tasks. Mentors will evaluate their assigned teens three times over the course of six weeks – at two-week intervals. Teens will be treated as much like regular employees as possible and therefore will be held accountable for punctuality, attendance, performance, etc.

Cost: The program is free. There will be option field trips for a small fee – information will be available at orientation.

Dates: Application Deadline: April 30
Interviews: May 3-7
Acceptance Notification: May 19
Orientation: June 1
Program: June 7 – July 16
Graduation: July 21



Weekly Schedule:

Monday: Teen attends job preparation workshop, 1-3 p.m.

Tuesday – Thursday: Teen works at his/her job site

Friday: Teen may attend optional field trips

Qualifications:

- Must be ages 13 – 15.
- Must be available Mondays, 1-3 p.m. for workshops **and** Tuesday, Wednesday and Thursday during the hours of 8 a.m. – 12 p.m. **or** 1-5 p.m. for work.
- Must have a strong work ethic and be willing to learn.
- Must have a good attitude.

Registration: Application is **DUE by April 30, 2004**

Drop off: Chandler Community Center (125 E. Commonwealth Ave.) **or**
Snedigar Recreation Center (4500 S. Basha Rd.) **or**

Mail to: City of Chandler Recreation Division • Teen Programs, Mail Stop 501
• P.O. Box 4008 • Chandler, AZ 85244-4008.

Parents:

This is an educational program. Your teen will be placed in a business atmosphere and will need to display maturity and a good attitude. Transportation will not be provided. This means punctuality and attendance will be a shared responsibility between you and your teen. Please do not consider this as an option for free day-care for your teen. Applications will be reviewed and eligible teens will be contacted for an interview. Selected teens will be notified by May 19, 2004.

Questions: If you have any further questions please call 480.782.2712.



City of Chandler Recreation Division
Leaders-In-Training Application
Application is DUE by April 30, 2004



Please completely and legibly fill out BOTH sides of this application in ink.

Name of Applicant: _____
Last First Middle Initial

Mailing Address: _____
Street City State Zip

Home Phone: _____ **Message Phone:** _____

Date of Birth (M/D/Y): ____ / ____ / ____ **School:** _____

Please circle the shift you are available to work: 8 a.m. – 12 p.m. 1 – 5 p.m. **T-shirt Size:** _____

Which type of area would you be interested in working? Please rank in order of preference (1st, 2nd, 3rd, etc.). We will attempt to place you at your first choice, but this cannot be guaranteed.

_____ Assisting with the supervision of special needs children in a recreational setting. Must be **mature!**

_____ Assisting citizens in a computer lab, clerical duties, have an interest in social work.

_____ Assisting seniors with crafts, games, reading, and special events.

_____ Assisting in various offices, filing, typing, phones, data entry, general projects, etc.

_____ Assisting in the library - shelving books, assisting patrons, cataloging, etc.

_____ Assisting in a non-office setting, such as the City's water treatment plants or transportation.

_____ Assisting with the supervision of children in a recreational setting.

_____ Other (please list) _____

Do you speak any language other than English? _____ If so, indicate: _____

What are your interests and hobbies? _____

List your involvement with any school activities or other organizations (Sports, Clubs, YMCA, etc.): _____

What are your future goals? _____

Why would you like to become a Leader-In-Training? _____

Vacations will affect the selection, placement and retention of participants. Please list any dates that you would be absent from the program if selected: _____

References: Please list three adults who can describe your work ethic and strengths. You can use coaches, mentors, teachers and/or employers. **Do not use friends or relatives.** Please ask permission before listing a reference. Complete all information.

Name: _____ Relation to You: _____

Address: _____ Phone: _____

Name: _____ Relation to You: _____

Address: _____ Phone: _____

Name: _____ Relation to You: _____

Address: _____ Phone: _____

I, _____ certify that all statements made in this application are true and I agree and understand that any misstatements or omissions of material facts may result in rejection of this application, removal from the eligibility list, or termination.

Signature of Participant

Date

I commit to being a partner in my child's participation in this program. I will provide transportation and encourage my child to practice punctuality and good attendance. I know that if my child is selected it is important to emphasize his/her participation and good attitude, especially because this is a competitive program and selection is a privilege as not all applicants can be placed. I understand that the City of Chandler does not carry accident insurance for these programs. I agree to indemnify and hold harmless the City of Chandler from all losses or injuries sustained during my participation. I also give my permission for any photo/video taken of participants to be used by the City of Chandler.

Signature of Parent

Date